



**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS  
AGREED-UPON PROCEDURES ENGAGEMENT  
OF THE  
MEADE COUNTY PROPERTY VALUATION ADMINISTRATOR**

**Fiscal Year Ended June 30, 2000**

**EDWARD B. HATCHETT, JR.  
AUDITOR OF PUBLIC ACCOUNTS  
WWW.KYAUDITOR.NET**

**144 CAPITOL ANNEX  
FRANKFORT, KY 40601  
TELE. (502) 564-5841  
FAX (502) 564-2912**



CONTENTS

PAGE

AGREED-UPON PROCEDURES REPORT

1





EDWARD B. HATCHETT, JR.  
AUDITOR OF PUBLIC ACCOUNTS

Independent Accountant's Report

Honorable Mark J. Straney  
Meade County Property Valuation Administrator  
Meade County Courthouse  
Brandenburg, Kentucky 40108

We have performed the procedures enumerated below, which were agreed to by the Meade County Property Valuation Administrator, solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, and recordkeeping for the fiscal year ended June 30, 2000. This engagement to apply agreed-upon procedures was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Meade County Property Valuation Administrator. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Compare the budgeted statutory contribution of fiscal court to the legally required amounts calculated by the Revenue Cabinet. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the Property Valuation Administrator's local bank account.

Finding -

The fiscal court budgeted the appropriate statutory contribution required by the Revenue Cabinet and made payments to the Property Valuation Administrator. The Property Valuation Administrator deposited the statutory contribution payments to the local official bank account.

Client Response -

None.

Honorable Mark J. Straney  
Meade County Property Valuation Administrator  
(Continued)

2. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets.

Finding -

Proper purchasing procedures were followed for capital outlay expenditures and supporting documentation was available. We verified the location of all new purchases.

Client Response -

None.

3. Procedure -

Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

The Property Valuation Administrator did not file a claim with city governments for using county tax assessments; therefor, city governments did not pay for this service. KRS 132.285 states:

“ . . . Each property valuation administrator shall file a claim with the city and the city shall order payment in an amount not to exceed the appropriation authorized by this section . . . ”

Per the Property Valuation Administrator's annual budget for fiscal year ended June 30, 2000, anticipated receipts from city appropriations was \$3,092. We recommend that, in the future, the Property Valuation Administrator file a claim with city governments for using county tax assessments in accordance with Kentucky Statute.

Client Response -

None.

Honorable Mark J. Straney  
Meade County Property Valuation Administrator  
(Continued)

4. Procedure -

Determine if Property Valuation Administrator has a receipt ledger, a disbursement ledger, and reconciles bank records to books each month.

Finding -

Receipt and disbursement ledgers are maintained and bank reconciliations are completed each month.

Client Response -

None.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion or limited assurance. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Property Valuation Administrator and the Revenue Cabinet and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Respectfully submitted,



Edward B. Hatchett, Jr.  
Auditor of Public Accounts

Engagement fieldwork completed -  
April 19, 2001